



REPLY TO
ATTENTION OF

CEGRC-SO

DEPARTMENT OF THE ARMY
GULF REGION DIVISION, CENTRAL DISTRICT, CORPS OF ENGINEERS
MNC-I 7 USACE-GRC
APO AE 09342-1400



21 August 2006

MEMORANDUM FOR ALL GULF REGION DIVISION CENTRAL DISTRICT TEAM MEMBERS

SUBJECT: GRC Accident Reporting Policy

- 1. Policy Letter Application.** This policy letter applies to all DA civilians, contractors, and military service personnel employed by GRC. Its purpose is to ensure accidents and incidents are reported, documented, and forwarded to the appropriate organization in a timely manner.
- 2. Immediate Accident/Incident Notification.** The following types of accidents and incidents require immediate telephonic notification to the GRC Safety Office:
 - a. *Fatality.*
 - b. *Permanent total disability.*
 - c. *Permanent partial disability.*
 - d. *Three or more persons admitted to a hospital.*
 - e. *Property damage of \$2,000 or more.*
 - f. *Injuries due to hostile action.*
- 3. 24-hour Accident/Incident Notification.** The following types of accidents and incidents require telephonic or email notification within 24 hours to the GRC Safety Office:
 - a. *Lost time (Note: Lost time is defined as any loss of time away from work beyond the day or shift on which it occurred).*
 - b. *Property damage less than \$2,000.*
 - c. *Treatment of medical injuries not resulting in lost time (Note: Please don't report routine sick calls and first-aid injuries. A first-aid injury (see First-aid Injuries below) is a one-time medical treatment to include follow-up visits for observation that doesn't ordinarily require medical attention. Such treatments and additional visits will be considered first-aid even if it's provided by a physician.*

First-aid Injuries.

- *Using eye patches.*
- *Using finger guards.*
- *Using hot or cold therapy.*
- *Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister.*

- *Administering tetanus immunizations (other immunizations such as Hepatitis B vaccine or rabies vaccine are considered medical treatment).*
- *Drinking fluids for relief of heat stress.*
- *Cleaning, flushing, or soaking wounds on the surface of the skin.*
- *Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment).*
- *Removing foreign bodies from the eye using only irrigation or a cotton swab.*
- *Using massages (physical therapy or chiropractic treatment are considered medical treatment).*
- *Using wound coverings such as bandages, butterfly bandages, gauze pads, Band-Aids™, and Steri-Strips™ (other wound-closing devices such as sutures, staples, etc. are considered medical treatment).*
- *Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.*
- *Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).*
- *Using any non-rigid means of support such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment).*

4. Reportable Accident Requirements. All accidents and incidents to include occupational injuries and illnesses will be documented on GRD Form 265-R "Immediate Report of Accident" dated July 2005 and submitted to the GRC Safety Office within 24 hours of the occurrence.

This form can be found at the following web address:

<https://grdsharepoint.tac.usace.army.mil/C17/GRCSAFETY/default.aspx>

5. Recordable Accident Requirements. All accidents and incidents to include occupational injuries and illnesses that result in lost time (please see paragraph 3a.) or property damage of \$2,000 or more will be documented on ENG Form 3394 "U.S. Army Corps of Engineers Accident Investigation Report" dated March 1999 and submitted to the GRC Safety Office within five (5) days of the occurrence. This form can be found at the web address listed in paragraph 4. The following documentation will be submitted with the form when applicable:

- Photographs.
- Police report.
- Witness statements.
- Hard-copy damage estimate.

6. DOL Program Responsibility. Responsibility for administering the Injury Compensation Program for AED, GRC, GRN, GRS, GRD, and TAC transferred from the TAC Safety Office to HECSA CPAC effective 30 June 2005. The CPAC Administrator is Ms. Jenny Jones who can be reached at 202-761-8238 or jenny.r.jones@usace.army.mil.

7. **DOL Accident Requirments.** Army civilian personnel will report occupational injuries, illnesses, and fatalities via an on-line system. Supervisors and employees will fill-out the injury forms listed below at https://isdmid6.cpms.osd.mil/static_java_edu_sup.html. Once completed, the form(s) will be submitted electronically to Ms. Jones who will authenticate and forward to DOL.

Employee Forms.

- CA-1 “Federal Employees’ Notice of traumatic Injury and Claim for Continuation of Pay/Compensation”. This form is used to report a traumatic injury and should be filed within 30 days of the injury.
- CA-2 “Notice of Occupational Disease and Claim for Compensation”. This form is used to report an occupational disease and should be filed within 30 days of the date the employee realized the disease or illness was caused or aggravated by the employment.

Supervisor Form.

- CA-6 “Official Superiors’ Report of Employees’ Death”. This form is completed by a deceased employee’s official superior or other authorized official of the employing agency when a Federal employee dies as a result of an employment related injury or disease.

8. **POC for Additional Information.** If you have any questions please email or call the GRC Human Resources Office at 540-665-2645 or GRC Safety Manager Chris Beaman at 540-722-4137 (desk) or 0790-251-2022 (cell).



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